

The Service Beacon

A monthly publication for FSIS field and headquarters employees.

U.S. Department of Agriculture
Food Safety and Inspection Service

March 1999
Volume 2, Number 10

bea-con *noun*

A signaling or guiding device, such as a lighthouse, located on a coast. A source of guidance or inspiration.

DIRECTOR'S CORNER

FSIS 2000 Budget

by Ron Hicks
Office of Management
Telephone: 202-720-4425

The President sends the annual budget for the Federal Government to Congress on the 1st Monday in February. Below is a summary of the Administration's FY 2000 budget for FSIS.

Base Budget

The budget request of \$653 million represents a modest increase of \$36 million, or 6 percent, over the 1999 appropriation of \$617 million to achieve HACCP-based farm-to-table food safety. Including the appropriation, \$85 million in reimbursements for overtime and holiday inspection and \$4 million in trust funds for voluntary inspection, FSIS estimates a program level of \$742 million for FY 2000 that will maintain the current staffing level of 9,702 staff years. Highlights of the budget request increase follow.

The following increases are critical as FSIS continues to phase in HACCP system requirements for very small plants, which must operate HACCP-based systems by January 25, 2000. HACCP's value is reflected in data showing certain significant pathogen reductions on

products produced by the nation's largest plants under year one of HACCP.

- Federal and State Inspection Pay Costs - \$21.3 million
 - \$20.3 million for Federal pay costs to support current staffing levels; and
 - \$1.0 million for State program increases, including pay costs.
- Investing in the inspection workforce - \$10.8 million
- Civil Rights training and programs - \$1.0 million
- President's Food Safety Initiative - \$2.9 million
FSIS will work to improve the Federal-State inspection partnership to assure that State programs implement HACCP requirements equal to the Federal program.

User Fees

The FY 2000 budget again proposes full user fees for Federal inspection activities and estimates a net reduction of \$504 million in appropriated funds to \$149 million. Under proposed legislation, user fees would be paid by the industries that directly benefit from Federal inspection in commercially distributing meat, poultry, and egg products. The cost to the consumer

of this proposed change is estimated to be less than one cent per pound of inspected product.

The full text of the FSIS FY2000 budget can be accessed on the Office of Management area of the FSIS Website at:

<http://www.fsis.usda.gov/om/budget.htm>

1999 Service Beacon Reader Survey

by Bob Byrd
Administrative Services Division
Telephone: 301-504-4213

Inserted with this edition of the *Service Beacon* is a short survey that will give you, the reader, an opportunity to provide us with your feedback. We regularly receive comments on the style, substance, and content of the *Beacon*, which provide guidance in refining the publication. This survey is a tool for fully evaluating the success of the newsletter, and it will provide us with valuable insight for its future direction. Please take a minute to fill out and return the survey using the postage-paid self-mailer (no stamps necessary). Summary results will be published in a future edition of the *Beacon*.

PROCUREMENT

Purchase Card Update

by Janet Elm

Administrative Services Division

Telephone: 301-504-3993

Currently we have 105 purchase cardholders that are using the Purchase Card Management System (PCMS) to reconcile their transactions. Transactions from December 1-13, 1998 are ready to be reconciled. Please remember to read the bulletin board after you have logged into the system. The bulletin board provides cardholders information on the system.

- Cardholders should be keeping track with their obligations and how much they are spending and not relying solely on Nations Bank to keep track.
- Remember your "billing address" is your office address-not Budget Division's address.
- Once you have entered the Card Transaction screen, there is a scroll bar beside your name. You can scroll up or down to change your card account number from your old account to your new account.
- Passwords will now expire every 90 days and not every 30 days. There will be a prompt to let you know how many tries you have left before your password expires.
- Make sure your Profile Accounting screen has been set up for 1999 transactions. Your accounting code must have the number "9" as the last digit of your accounting code. Please do not keep going into your profile accounting screen and changing the accounting code. In the Card Transaction screen there is a modify button you click on to change your accounting code for that transaction you are approving.

- You may use the convenience check when a vendor does not accept a purchase card. The convenience check comes out of the same account as the purchase card. When you are writing a check, don't forget to ask the vendor for the tax identification number (tin) or the social security number. You will be entering that information into PCMS screen when the transaction appears.
- Convenience checks are an appropriate method for reimbursing an employee for local travel.
- Always check to see if the employee's supervisor has approved the SF-1164. Keep the SF-1164 for your documentation.
- Keep in mind your new single and monthly purchase limits when purchasing supplies and services for your office. Your card and checks are a tool to help make your job easier.

SUPPLIES

Returning Items to Landover

by Pete Bridgeman

Administrative Services Division

Telephone: 301-504-4222

If you are returning excess supply items to Landover, please include the order number(s) that you received the items on, to ensure that these items get credited back properly.

Non-Monetary Award Items Delayed

In February's issue of the *Service Beacon*, we indicated that we expected to have the new non-monetary award items available by March. However, the orders for these items have been held up in Budget Division, and it now appears that the soonest that they will be

available is May. A Non-Monetary Award Items Catalog will be issued to supervisors, along with instructions for ordering these, through Human Resources Division. We'll keep you posted on developments as progress is made.

Mixed Orders

Yes, believe it or not, we are *still* receiving mixed orders for Forms and Supply Items in Landover. For the past 2 months we have published lists of those customers who have been doing this. As previously stated, when you mix supply items on the same order as forms and specialty items, it slows not only your order down, but everyone else's as well! We would really like to eliminate this problem, but we do *not* want to have to resort to sending orders back to customers, unfilled.

In the February NJC Consultation, a Council President made a statement about supply orders being returned to inspectors unfilled, and I was able to assure him that it couldn't have happened in the last 2 years, because we don't do that in Landover. We fill the orders, and trust the field force to be responsible. We believe in treating our customers like adults. Please, if you are still mixing your orders, know that you are still part of the problem. Attachment 1 is a list of those customers who mixed orders in February. To get off this list, all that is required is to follow instructions and don't mix your orders!

Attention to Details

When you are filling out your order, please make sure you have entered a quantity in the "number of units" column. We received a number of orders this month where the "number of units" column was left blank. We cannot guess how many of an item you need - you have to

tell us. Also, please be sure to write the item number down in the "Item No." Column. The clearer your order is, the quicker we'll be able to process it and get it back to you.

Headquarters Shuttle Log

When you are riding the shuttle between the South Building and West End Court or Franklin Court, please be sure you put your name and the correct time on the shuttle log, which is available on a clipboard in the shuttle van. We review these logs periodically to monitor rider-ship and timeliness of the shuttle. We ask that you not put the scheduled time of pickup on the log, but the actual time, and be sure you show where you got on and your destination (abbreviations are fine). This helps us to determine if the shuttle schedule is working or if it needs to be adjusted. If you have any problems or concerns regarding the shuttle, please let us know at 301-504-4222.

TRAVEL

Temporary Duty Travel and Taxes

by Barbara McNiff
Budget Division
Telephone: 202-720-3061

As a result of the questions we received on the new policy of reimbursing lodging taxes as a miscellaneous expense, we are convinced that some clarification is required. The most frequently asked question is whether taxes may be included under lodging expenses if the taxes and lodging expenses together do not exceed the authorized lodging rate. The answer is "No." The taxes associated with lodging costs are a separate expense and should be claimed separately under Miscellaneous Expenses. For example, suppose an employee traveling to Detroit, MI has lodging

expenses of \$71 per night and lodging taxes of \$4.97 per night. The employee may not claim the combined cost of lodging and the lodging taxes under lodging expenses even though the combined costs of \$75.97 are less than the authorized lodging rate of \$77 per night. The lodging expense must be claimed separately under lodging and the lodging taxes must be claimed separately as a miscellaneous expense. An amendment to Directive 3800.1 clarifying this will be issued shortly.

While we are on the issue of travel and taxes...We recently sent out a memo with some supporting documentation on the tax exempt status of Federal employees. The main purpose of the memo was to advise employees on the illegality of using informal tax exemption certificates in localities which had not conveyed tax exempt status on Federal employees. In the past we received many calls not only for these informal certificates, but also for information on how to claim tax exempt status. Therefore, as a courtesy, we provided documentation listing the states that exempted Federal employees from taxes and information on where the required tax exemption certificates could be obtained. Some employees interpreted this as a policy change requiring employees to obtain required tax exemption certificates when they performed temporary duty travel in tax exempt localities. This was not the intent of that memo.

We hope that, despite the recent changes governing the claiming of lodging taxes, employees will continue to be conscientious as they have been in the past, about asserting their tax exempt status in localities that have offered a tax exemption to Federal employees. To this end, the Fiscal Services Branch is researching ways in which we can efficiently provide

employees with the documentation they need to do so.

VEHICLES

Motor Vehicle Accidents

by Brian McNiff
Administrative Services Division
Telephone: 301-504-4221

The Annual High Mileage Commitment will be coming out shortly for drivers to commit for FY-2000. This year the commitment will be part of amendment 4 to FSIS Directive 3800-2 instead of the Annual Notice. The high mileage threshold will be going up to 800 miles, for the first time in 5 years. This threshold is based on a calculation that takes into account the mileage reimbursement rate and the cost of leasing a vehicle from GSA. Since the mileage reimbursement rate will drop back to 31 cents on April 1st, and the cost of compact sedans rose to \$159.00 per month, the threshold consequently went up to 800 miles.

OCCUPATIONAL SAFETY AND HEALTH

National Poison Prevention

Week: March 21-27, 1999
by Tom Wright
Administrative Services Division
Telephone: 301-504-4246

Each year the third week in March is designated as National Poison Prevention Week. While we usually associate children with poisonings, FSIS personnel must also be alert to situations that may lead to accidental poisonings.

Here are some situations that may need to be corrected at work whether it is a plant, laboratory or an office:

Do you use formalin to preserve tissue samples? Do you work with hazardous chemicals in a laboratory. Do you use cleaners in an office? Are all potentially harmful products in their original containers? There are two dangers if products aren't stored in their original containers. Labels on the original containers often give first aid information if someone should swallow the product. And if products are stored in containers like drinking glasses or pop bottles, someone may think of it as food and swallow it.

At your workplace, is a refrigerator shared to store food such as your lunch? Are harmful products stored away from food? If harmful products are placed next to food, someone may accidentally get a food and a poison mixed up and swallow the poison.

Do you keep medicine in your desk or your locker? Are all medicines in their original containers with the original labels? Prescription medicines may or may not list ingredients. The prescription number on the label will, however, allow rapid identification by the pharmacist of the ingredients if they are not listed. Without the original label and container, you can't be sure of what you're taking. After all, aspirin looks a lot like a poisonous tablet.

As an adult take the following precautions with medicines while at work:

Turn on the light and put on your glasses to read the label when you take a medicine.

You may be in a hurry but always read the label and follow instructions when taking medicines. If you aren't sure, call your doctor.

Never mix medicines and alcohol, and never take more than the prescribed medicine.

Never "borrow" a co-worker's medicine or take old medicines.

Tell your doctor what other medicines you are taking so you can avoid drug interactions.

Be prepared, have the following information available at work:

Post the poison center and other emergency numbers near the phone in accordance with FSIS Directive 4792.1, First Aid and FSIS Directive 4791.6, Emergency Procedures in the Workplace.

Be aware of the general first aid guidelines for swallowed poison, poison in the eye, poison on the skin, and inhaled poison. Inhaled poisons at work may be an air contaminant in the form of fumes or gases. The material safety data sheet for the chemical may need to be reviewed for information about its hazards. See FSIS Directive 4791.5, Hazard Communication Program.

Special Award for Workplace Violence (WPV) Work Group

by John Campbell

*Administrative Services Division
Telephone: 301-504-3989*

On January 28, 1999, Ms. Margaret Glavin, Associate Administrator, made 16 award presentations to the FSIS Workplace Violence Work Group. During Ms. Glavin's presentation she complimented the Group's efforts and said thank you for a job well done. Ron Hicks, Deputy Administrator, Office of Management and the Sponsoring Executive of the Work Group, also said thank you and complimented the Group's efforts indicating the program is being talked about and being used as a guideline by others

as they develop their WPV Program.

Because of an increasing stress level of FSIS employees due to reorganization, change, and a number of workplace violence incidences involving other Agencies, FSIS developed a Workplace Violence Prevention Work Group. The FSIS Workplace Violence Prevention Work Group was asked to evaluate what the Agency is presently doing, and can do, to address the prevention of workplace violence. The Group made recommendations to improve the program.

The Group was comprised of FSIS employees from all parts of the Agency, and all grade levels, who developed a plan of action that was used by the Department's Workplace Violence Steering Committee as a guide. Senior Managers in both the Department and the Agency have complimented their work.

The Group was recognized for its valuable contributions in the development of an FSIS Workplace Violence Prevention Initiative. All 16 individuals were presented with a plaque and an 8-hour Time-Off Award. The plaque stated, "In recognition of your valuable contributions, in the development of the FSIS Workplace Violence Prevention Initiative".

List of Participants

1. Ron Hicks, Sponsoring Executive, OM
2. Glen Durst, Group Leader, OM
3. Roslyn Robinson, OM
4. Annie B. Johnson, OA
5. Robert Owens, FO
6. Gary Davis, FO
7. David Kroeger, NJC
8. John O'Connell, OPPDE
9. Robert Holloway, FO
10. Samuel C. Beckley, FO
11. Milo Christianson, OM

12. Mary Lou Bennett, OPHS
13. Karen Wesson, FO
14. Harry E. Springfield Jr., OM
15. Victor Randecker, OM
16. George Puchta, FO

John Campbell, Facilitator/Coordinator of the Work Group complimented their efforts and willingness to work together in a very short time period to come up with an outstanding product.

Workplace Violence Program Update

To date, the WPV Assessment Team has received and addressed 15 cases of perceived or potential workplace violence incidences or threats. Employees currently on the Team include John Campbell, Roslyn Robinson, Milo Christianson, and Robert Holloway. The Team has assessed and addressed each case, reviewing all pertinent information and involving all the necessary personnel. It was found that some of the issues were a result of a lack of or a breakdown in communication. The importance of developing good communication skills cannot be stressed enough in the prevention of workplace violence.

The Group has made ten presentations to various groups on workplace violence, and more have been scheduled. Our presentations present the Agency's position/policy on workplace violence, a couple of video presentations, and the answering of questions and follow-up discussion.

It is expected that every FSIS employee received a copy of "The USDA Handbook on Workplace Violence Prevention and Response" that was mailed out early in January 1999. Also, within the next few weeks you should receive, at your home address, an FSIS pamphlet/guide on workplace violence. This pamphlet identifies

types of threats and warning signs, and gives an awareness of what workplace violence consists of and procedures to be followed if it happens. Attached also to this pamphlet is an easy to carry credit card-sized cutout that provides Agency phone numbers and a place to write in the local emergency phone numbers. If for some reason you do not receive the USDA Handbook or the FSIS pamphlet, please let your supervisor know or call me directly.

Workplace Violence is a very serious problem affecting many areas. It comes in many forms. The message being given to all Federal employees is that Workplace Violence will **NOT BE TOLERATED**.

Preventing workplace violence is everyone's responsibility. Make sure you do your part by treating every person fairly and with dignity and respect.

ISSUANCES

Checklist 4-98 of Agency Issuances

by Mary Wissman
Administrative Services Division
Telephone: 301-504-4233

The following notices and directives have been issued since the February 1999 edition of *The Service Beacon*. Many recent issuances are available in an electronic format from the "PCDIALS" library in Opendesk and from the "Agency Issuances" public folder in the Exchange mail system (Outlook).

Notice 5-99 (1/28/99)
New Standard Form (SF) 71,
Request for Leave or Approved
Absence

Notice 6-99 (2/11/99)

Annual Notice of Right to Request
Union Representation

Directive 3800.2 (1/7/99)
Reimbursement for Use of Privately
Owned Vehicles, Revision 3,
Amendment 3

Directive 4300.3 (1/8/99)
Career Transition Assistance
Program

Directive 4610.7 (1/25/99)
Flexiplace Program
Directives and notices are
distributed automatically to
applicable Agency employees and
offices. Additional copies are
available from:

USDA, FSIS, ASD, P&DS
Maildrop 5241
5601 Sunnyside Avenue
Beltsville, MD 20705-5241

Telephone: 301-504-4242
Fax: 301-504-4277

MAIL MANAGEMENT

Printing and Distribution Section Moves

by Tom Hughes
Administrative Services Division
Telephone: 301-504-4242

Effective January 19, 1999 the FSIS Printing Section of the Administrative Services Division has relocated to the Beltsville Office Facility (BOF). The new address and phone number is as follows:

USDA, FSIS, OM, ASD, PMB
Printing & Distribution Section
5601 Sunnyside Avenue
Mail Drop 5241
Beltsville, MD 20705-5241

Telephone: 301-504-4242
Fax: 301-504-4277

This office is staffed by the following personnel; Tom Hughes, Section

Head; Cleve Anderson, Printing Specialist; Maxine Grant, Printing Specialist; Willie Gibson, Printing Specialist; Lester Shepard, Management Analyst; Anna Hasinsky, Printing Clerk; Antoinette Lyles, Printing Clerk, Stephan Grimes, Clerk, Isiah Pearson, Clerk.

In addition there is a Printing Liaison office in Room 2164-South Building staffed by Julie Harmon, Printing Specialist; telephone: 202-205-2929, Fax 202-720-5400. Julie will be available to assist you in your printing needs; however, it is advisable that you give her a call to make sure that she will be in the office. She will be coordinating all of FSIS printing jobs with the Plant, Copier Stations, and the Government Printing Office as well as bi-weekly trips to BOF.

Clients who need to meet face-to-face with the BOF Printing Staff may call and set-up an appointment at the Beltsville office.

The Publications Walk-up window will continue to operate in Room 0143-South Building for the time being. The same hours will be maintained except the window will be closed every Friday afternoon. Joyce Edwards will staff this office. You may reach her on 202-690-4662. Publication requests *other than walk-up* should be sent to BOF. For additional questions you may contact Anna Hasinsky at Beltsville.

The printing staff will strive to give the agency the same service you have become accustomed to in the past. Julie Harmon will be able to receive and produce all your printing requests from the South Building or see that they reach the Printing Specialists at BOF in a timely manner.

INTERNAL CONTROLS

Hello from the Internal Control Staff

by *Betty O'Loughlin*
Internal Control Staff
Telephone: 202-720-5959

The Internal Control Staff (ICS) within the Office of Management serves as the focal point for liaison and coordination of the Agency's audit activities with the General Accounting Office (GAO) and the Office of Inspector General (OIG). The Deputy Administrator, Office of Management, serves as the Agency's Audit Liaison Officer.

GAO objectives:

The GAO conducts surveys/reviews and audits at the request of Congress, Congressional Committees, Members of Congress, or on their own initiative, relating to the receipt, application, and disbursement of public funds, and the efficiency and effectiveness with which these public funds are managed.

Current GAO surveys/reviews and expected completion dates are:

- Review of the HACCP Implementation (10/99)
- Protection of U.S. Food Supply from Deliberate Contamination and Other Acts Aimed at Causing Widespread Foodborne Illness (7/99)
- Review of USDA's Year 2000 Business Continuity and Contingency Planning Efforts (9/99)
- Egg and Egg Product Safety (5/99)
- Foodborne Antibiotic Resistance (3/99)
- Antimicrobial Resistance (4/99)
- Country of Origin Labeling of Fresh Produce (4/99)

- Foreign Government's Experiences with a Single Food Safety Agency (3/99)
- Best Practices in Performance Management and Measurement (9/99)
- Review of Benefits Provided to Employees in Nonpay Status (on hold)
- Follow-up Survey of Federal Managers on Performance and Management Issues (11/99)
- Monitoring and Enforcing Trade Agreements (9/99)
- Implementation of Executive Order 12612 "Federalism" (8/99)

Final GAO reports can be obtained through the GAO web site at:

<http://www.gao.gov>

GAO Audit Follow-up:

The Internal Control Staff assists the FSIS program officials in preparing the Statement-of-Action for all GAO audit recommendations. The Statement-of-Action is signed by the Secretary of Agriculture. The Internal Control Staff tracks the recommendation(s) and provides status updates to the GAO until closure.

OIG objectives:

The OIG reviews Agency activities to determine whether: (1) program operations are effective, (2) policies, plans, systems, and procedures are adequate, conform to applicable laws and regulations, and are being followed, (3) resources are being managed in an efficient manner, and (4) financial operations are properly conducted.

Surveys/reviews and audits are initiated by OIG or at the request of FSIS officials. The OIG solicits Agency suggestions and concerns annually for their planning process.

Current OIG surveys/reviews and expected completion dates are:

- Review of the Year 2000 Project (4/99)
- Implementation of the New HACCP Regulations (SSOP information will be included in this audit) (3/2000)
- FSIS Federal/State Cooperative Meat and Poultry Inspection Agreements (3/99 draft)
- FSIS Imported Meat and Poultry Inspection Process (5/99)
- Review of the Compliance Program (3/99 draft)
- Sanitary and Phytosanitary Trade Policy (4/99)

OIG Audit Follow-up:

The Internal Control Staff assists the FSIS program officials in responding to OIG audit recommendations. A management decision must be reached on all audit report recommendations within (6) months of issuance of the report. A

management decision is an agreement by the Agency and OIG to take a specific action on an audit recommendation. *However, the Agency does not have to always agree with the OIG's recommendation(s).* The OIG tracks recommendations until a management decision has been reached or an alternate decision is reached by the Deputy Under Secretary. Recommendations that do not have a management decision within (6) months from issuance of final report are reported in the OIG's Semiannual Report to Congress.

After the OIG accepts the Agency's management decision, the Office of the Chief Financial Officer (OCFO) tracks the recommendations until closure. *To close the recommendation(s) the Internal Control Staff conducts audit follow-up and provides documentation to the OCFO ensuring that final action has been completed for each recommendation.* If final action has

not been completed within (1) year from management decision date, the OCFO reports this information in the Secretary's Semiannual Report to Congress as an unresolved audit recommendation. *The Internal Control Staff tracks all audit recommendations until they are closed.*

For more information about the Internal Control Staff access the Office of Management web page at:

<http://www.fsis.usda.gov/om/adserv.htm>

To comment on this newsletter or to submit an article for publication, please contact:

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*Editor's Note: The telephone number for the Office of the Director for the Administrative Services Division has changed. The new number is **301-504-4230**.*

The current and past editions of *The Service Beacon* are available electronically on the FSIS OpenDesk and Exchange mail systems as well as on the FSIS Website at: www.fsis.usda.gov/om/beacon.htm

ATTACHMENT 1

**Mixed Orders Received at the Landover Service Center
February 1 - 12, 1999**

| Customer ID # | Est. # | City | State | Repeat |
|----------------------|---------------------------|----------------|--------------|---------------|
| 37029327 | 09847 | Marion City | PA | |
| 37013129 | P13135 | Neosho | MO | |
| 37022454 | P01239 | Forest | MS | |
| 37007251 | 04975 | Draper | UT | |
| 37027588 | P04734 | Brooklyn | NY | |
| 37032026 | EGG01211A | Yucaipa | CA | |
| 37027731 | 01385 | Plumsteadville | PA | |
| 37039543 | Compliance Officer | Oklahoma City | OK | |
| 37026298 | P04377 | Carstadt | NJ | |
| 37033413 | P01201 | Sanford | NC | |
| 37024210 | P09070 | Newberry | SC | |
| 37019321 | 00732 | Athens | AL | |
| 37030821 | 00158 | Jessup | MD | |
| 37020192 | 06678 | Yauco | PR | |
| 37038571 | Boston District Office | Waltham | MA | X |
| 37021148 | 08302 | Tifton | GA | |
| 37016527 | 00244L | Columbus Jct | IA | |
| 37007935 | 07096 | Sioux Falls | SD | |
| 37037303 | Circuit Supervisor | Grand Rapids | MI | |
| 37041106 | Compliance Officer | Waltham | MA | |
| 37019062 | P00192 | Guntersville | AL | |
| 37011363 | 13456 | Pine Bluff | AR | |
| 37017205 | P08999 | Rochester | MN | |

1999 *Service Beacon* Reader Survey

Dear *Beacon* Reader:

In June 1997, we published the first edition of the *Beacon* as a means of communication from Headquarters to the field. After 21 monthly issues, we are soliciting your feedback on how well we've fulfilled this goal. After completing the survey, please return it using the post-paid self-mailer. Thank you for your support of the *Service Beacon*.

Kevin Dressman, Editor

1. Listed below are the major topical areas that the *Service Beacon* has covered in the past two years. On a scale of 1 to 3, please rate each area according to its relevance to your work assignment (1 = not relevant; 3 = very relevant):

- | | |
|---|--|
| <input type="checkbox"/> Director's Corner | <input type="checkbox"/> Internal Controls |
| <input type="checkbox"/> Occupational Safety and Health | <input type="checkbox"/> Budget |
| <input type="checkbox"/> Supplies | <input type="checkbox"/> Automated Information Systems |
| <input type="checkbox"/> Travel | <input type="checkbox"/> Issuances |
| <input type="checkbox"/> Vehicles | <input type="checkbox"/> Facilities Management |
| <input type="checkbox"/> Procurement | <input type="checkbox"/> Civil Rights |
| <input type="checkbox"/> Mail Management | <input type="checkbox"/> Personal Property Management |
| <input type="checkbox"/> Forms Management | <input type="checkbox"/> Environmental Management |

2. Do you feel the length of the individual articles in the *Service Beacon* are:

Too long Too brief Just right

3. Do you find the *Service Beacon* a useful tool for your job?

Yes No Unsure

4. Do you regularly receive the *Service Beacon* at your work location?

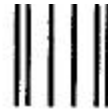
Yes No Unsure

5. If you had access to a computer, would you be willing to receive the *Service Beacon* in an electronic format?

Yes No Unsure

6. What is the 5-digit zipcode of your duty station? _____

7. Please provide any additional comments:



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE \$300

SERVICE BEACON READER SURVEY

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 11750 WASHINGTON, DC

POSTAGE WILL BE PAID BY THE US DEPARTMENT OF AGRICULTURE

USDA FSIS ASD
ENVIRONMENTAL HEALTH AND SAFETY BRANCH
MAILDROP 5250
5601 SUNNYSIDE AVE
BELTSVILLE MD 20797-0547



Fold Here